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Operations

**ORGANIZATION AND FUNCTION OF THE  
CIVIL AIR PATROL**

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This instruction implements AFD 10-27, *Civil Air Patrol*. It explains the organization and function of the Civil Air Patrol (CAP) and the relationship between the Air Force and CAP to Air Force personnel. It covers procedures and standards governing Air Force support and employment of CAP as specified in public law. It addresses the responsibilities of Air Force organizations in support and employment of CAP. It applies to Air Force personnel and organizations supporting CAP and CAP units.

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## Chapter 1

### CIVIL AIR PATROL

The Civil Air Patrol (CAP), an organization chartered by Congress as a nonprofit corporation, is the volunteer civilian auxiliary of the Air Force under Public Law 80-557, Title 10 United States Code. This section describes the origin and history of CAP, CAP operation as a non-profit corporation, its membership, its organization, and its capabilities to support the Air Force.

**1.1. Origins and History.** Since its inception, CAP has been closely associated with the Army Air Force, later the United States Air Force. CAP was not originally envisioned as a permanent organization affiliated with a military department. Its establishment as the auxiliary of the Air Force came after several years of effort on the part of both the Air Force and CAP.

**1.1.1. Creation as a Temporary Civilian Auxiliary.** CAP was established by order of the Director of Civilian Defense on 1 December 1941 as an organization under the Office of Civilian Defense under the command of Army Air Force personnel. The purpose of CAP was to enable the use of general aviation pilots and aircraft in support of the nation's civilian defense program. It was created under authority for the use of civilian auxiliaries to meet the state of national emergency declared by Congress following the outbreak of World War II and was authorized for the period of the national emergency.

**1.1.2. Service in World War II.** Upon entry of the United States into World War II, the mission of CAP expanded, with CAP performing a wide variety of duties including coastal patrol for submarine activity, ships and personnel in distress, target towing for the Armed Forces, and courier flights for essential personnel and war materials. By Executive Order, CAP was transferred on 29 April 1943 from the Office of Civilian Defense to the Department of War. On 4 May 1943, CAP was placed under the control of the Army Air Forces. During this period CAP was referred to as an auxiliary of the Army Air Force.

**1.1.3. Congressional Charter as a Non-Profit Corporation.** At the end of the war, the state of national emergency that gave the legal authority for the existence of CAP was terminated. The Army Air Force continued to provide limited assistance to CAP, including leadership by Army Air Force personnel. At the urging of the senior leaders of the Army Air Force and prominent members of the aviation community, CAP was chartered by act of Congress on 1 July 1946 as a non-profit corporation to enable CAP to continue to provide its services to the armed forces and the Nation.

**1.1.4. Establishment as the Auxiliary of the Air Force.** Although Congress chartered CAP as a non-profit corporation, the Air Force lacked the legal basis to provide CAP with assistance, advice, and oversight and to authorize the Air Force to use the services of CAP. With the strong backing of the Secretary of the Air Force and the Chief of Staff of the Air Force, Congress designated CAP as the Auxiliary of the Air Force on 26 May 1948. This act authorized the Secretary of the Air Force to accept and utilize the services of CAP in the fulfillment of the non-combat missions of the Air Force.

**1.2. CAP Operation as a Non-profit Corporation.** Under Public Law 79-476, Title 36 United States Code (U.S.C.), CAP is a Congressionally chartered non-profit corporation. As a non-profit corporation, CAP has a constitution and bylaws governing its operation and a governing body to control its operation

as a non-profit corporation. CAP controls its administration and establishes its policies, such as the criteria for membership in CAP, the location, types and size of its units, etc.

**1.2.1. Purposes and Objectives.** CAP purposes and objectives as a corporation are:

- 1.2.1.1. To provide an organization to encourage and aid American citizens in the contribution of their efforts, services, and resources in the development of aviation and in the maintenance of aerospace supremacy.
- 1.2.1.2. To encourage and develop, by example, the voluntary contribution of private citizens to the public welfare.
- 1.2.1.3. To provide aviation and aerospace education and training, especially to its senior and cadet members.
- 1.2.1.4. To encourage and foster civil aviation in local communities.
- 1.2.1.5. To provide an organization of private citizens with adequate facilities to assist in meeting local and national emergencies.

**1.2.2. CAP Corporation Relationship to the Federal Government.** Although chartered as a non-profit corporation by Congress, CAP is neither a government entity nor a federal corporation. The Air Force or other elements of the government do not control the corporate activities of CAP.

**1.2.3. CAP Governing Bodies.** CAP controls its operation as a corporation through two governing bodies: the National Board and National Executive Committee.

**1.2.3.1. CAP National Board.** CAP is governed by a National Board of 67 members comprised of the CAP National Commander and CAP National Vice Commander, the CAP wing and region commanders, and several other national level officers as well as the CAP-USAF Commander, who is a non-voting member. This group adopts and amends the CAP constitution and bylaws and establishes policies for CAP. This group also elects the CAP National Commander and National Vice Commander. The CAP National Board meets twice a year to conduct the business of the corporation.

**1.2.3.2. CAP National Executive Committee.** During the periods that the CAP National Board is not in session, CAP is governed by the National Executive Committee of 15 members comprised of the CAP National Commander, CAP National Vice Commander, CAP region commanders, and several other national level officers as well as the CAP-USAF Commander, who is a non-voting member. This group has all of the power of the National Board except the ability to adopt and amend the CAP constitution and bylaws. This group meets as required to conduct the business of the corporation.

**1.2.4. CAP Corporate Officers.** CAP has corporate officers similar to other corporations. Corporate officers are designated in the CAP constitution and bylaws. Corporate officers have the authority to obligate the CAP Corporation as provided for in the CAP constitution, bylaws, and regulations. The corporate officers include the CAP National Commander and National Vice Commander, CAP Executive Director, and national and field level corporate officers. The CAP Corporation indemnifies CAP corporate officers.

**1.2.4.1. CAP National Commander and CAP National Vice Commander.** The National Commander is the senior corporate officer and commanding officer of CAP. The CAP National Board elects the CAP National Commander from current or former CAP national vice command-

ers or CAP wing or region commanders. Prior to 1975, the National Commander of CAP was also the senior Air Force officer assigned to CAP. The CAP National Board elects the CAP National Vice Commander from current or former CAP wing or region commanders. The CAP National Commander oversees the day to day activities of the volunteer membership of CAP and is assisted by the CAP National Vice Commander. Their duties are contained in CAP constitution, bylaws, and regulations.

**1.2.4.2. CAP Executive Director.** The CAP Executive Director is the senior corporate employee and represents the National Commander at National Headquarters. The CAP National Executive Director is appointed by the CAP National Board and is under the direction of the CAP National Commander. The Executive Director administers the daily affairs of the Corporation. The staff of the CAP National Headquarters work under the direction of the Executive Director. The Executive Director performs such duties as directed by the National Commander, the National Executive Committee, or the National Board. The Executive Director is not a member of National Board or National Executive Committee.

**1.2.4.3. National Level Corporate Officers.** CAP national level corporate officers are the National Chief of Staff, National Legal Officer, National Finance Officer, and National Controller. The National Commander appoints these corporate officers subject to confirmation by the National Board. Their duties are contained in CAP constitution, bylaws, and regulations.

**1.2.4.4. Field Level Corporate Officers.** CAP field level corporate officers are the region commanders and wing commanders. The National Commander appoints region commanders and region commanders appoint the wing commanders. Their duties are contained in CAP constitution, bylaws, and regulations.

**1.2.5. Constitution, Bylaws, and Regulations.** The administration of the activities, business, and affairs of the CAP Corporation are controlled by its constitution, bylaws, and regulations. These documents guide the CAP membership in carrying out the purposes and objectives of the Corporation. CAP regulations are modeled after the old-style Air Force regulations and detail how CAP operates when acting as the Auxiliary of the Air Force.

**1.3. CAP Members.** CAP members are private citizens who volunteer, without remuneration, their time, services, and resources to accomplish the purposes and objectives of CAP. CAP controls the categories and criteria for membership in their organization. CAP members, with certain exceptions, must pay dues on an annual basis. CAP membership, with exceptions, is renewed on an annual basis. Membership in CAP consists primarily of adult members that CAP refers to as senior members and youth members referred to as cadets. There are no physical requirements for membership in CAP, and physically challenged individuals can be found among both their senior and cadet members. Unless otherwise stated, CAP members referred to in this Air Force Instruction are CAP senior members.

**1.3.1. Senior Members.** CAP senior membership is open to United States citizens or resident aliens over the age of 18 with no maximum age limit. Within the senior membership there are subcategories including life membership and retired membership. Active duty, reserve, or retired members of the armed forces are eligible to join as CAP senior members.

**1.3.2. Cadet Members.** Initial membership as a CAP cadet is open to young men and women who are United States citizens or resident aliens who are twelve years old or who have completed the sixth grade through eighteen years old who are enrolled in school and are unmarried. CAP cadets who

become members of the active duty armed forces lose their eligibility to remain in the CAP cadet program and must transfer to senior member status. CAP cadets have the option to remain in the CAP cadet program until their twenty-first birthday.

**1.3.3. Volunteer Workforce.** Unlike active duty Air Force organizations with a complete staff of full time personnel or the Air Reserve Components with limited staffs of full-time personnel, CAP organizations below the CAP National Headquarters have virtually no full-time personnel. CAP members are unpaid volunteers who give their time to accomplish CAP purposes and objectives. CAP units typically meet in the evenings during the week or on weekends similar to Air Reserve Component units. CAP members may have to take time away from work, school, etc. to deal with Air Force organizations and personnel during the normal duty day, attend training, or carry out Air Force-assigned missions. The ability of CAP personnel to provide quick response to non-emergency meetings or activities must be taken into account when providing support to or using CAP units and personnel.

**1.3.4. Limited Authority.** CAP members are non-paid volunteers and do not formally enlist or otherwise commit themselves for service in CAP. CAP members (except CAP cadets) are not required to maintain active participation in CAP activities or to advance within the CAP program. CAP commanders at all levels of the organization are limited in how they can deal with members who fail to adhere to CAP rules and regulations.

**1.3.4.1. Voluntary Adherence to CAP Rules and Regulations.** CAP, as a civilian, non-profit corporation, has no equivalent to the Uniform Code of Military Justice and guidelines on standards of personal conduct are very broad and general in nature. CAP regulations are much more strict on aircraft and vehicle operations, safety, proper accountability of equipment, and protection of cadet members. CAP members voluntarily adhere to CAP regulations. CAP commanders cannot order members to perform any duties or adhere to regulations, as would a member of the armed forces, however one of the conditions for membership is a commitment to abide by CAP rules.

**1.3.4.2. Penalties.** CAP members who fail to adhere to CAP rules and regulations may be removed from their position of assignment within CAP, may be demoted from their current CAP grade, may be temporarily suspended from participation in CAP activities, or may have their membership terminated. These actions are the sole responsibility of CAP. CAP members are subject to civil suit or criminal prosecution as private citizens. CAP members who damage or destroy CAP property or commit other similar acts are subject to lawsuit by CAP as a corporation. CAP members who commit criminal acts punishable under applicable state or Federal laws are subject to criminal prosecution. CAP members can seek legal remedy against other CAP members through civil action for civil or criminal acts against them. The Air Force does not normally involve itself in CAP legal issues between CAP Corporation and its membership.

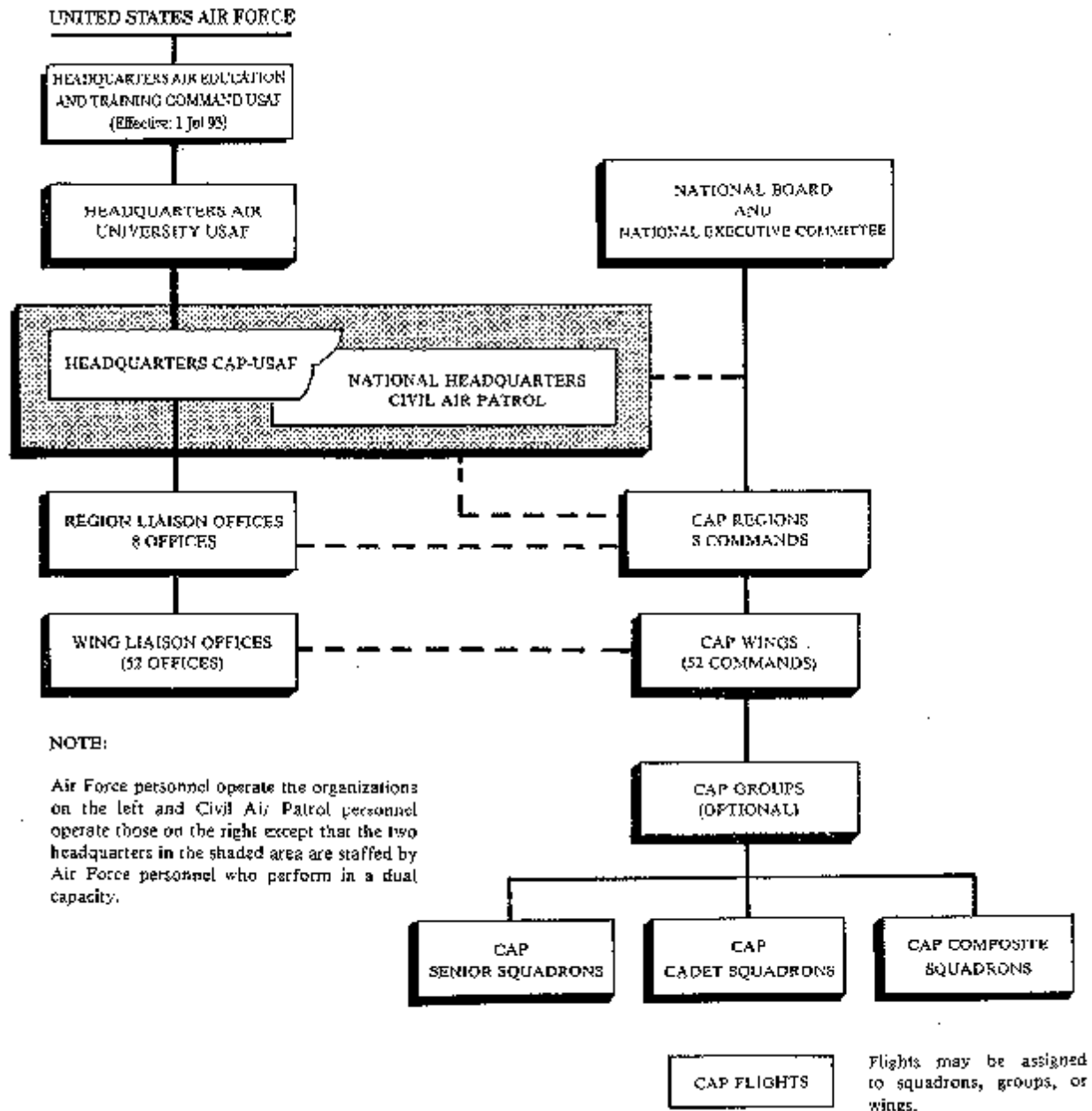
**1.3.5. Grade Structure.** CAP uses a military style grade structure for both their Senior Members and Cadet Members. CAP grades for both their cadet and senior members have no military standing, carry no authority over members of the Armed Forces, nor warrant the customs and courtesies afforded military members. Appointment and promotion follows guidelines contained within CAP regulations.

**1.3.5.1. Cadet Member Grade Structure.** The CAP cadet grades are divided into enlisted and officer grades. Cadet enlisted grades range from cadet basic to cadet chief master sergeant. Cadet officer grades range from cadet second lieutenant to cadet colonel. Promotion is based on completion of training requirements and successfully passing examinations and reviews.

**1.3.5.2. Senior Member Grade Structure.** The CAP senior member grades are divided into officer, flight officer, and non-commissioned officer grades and conform closely to the Air Force grade structure. CAP officer grades are for senior members over the age of 21 and range from second lieutenant to brigadier general. CAP flight officer grades are for senior members who qualify for appointment as a CAP officer but are below the age of 21 and range from flight officer to senior flight officer. CAP non-commissioned officer grades are for senior members who are current or former military non-commissioned officers and do not wish to be considered for CAP officer grade and range from staff sergeant to chief master sergeant. The grade of brigadier general is reserved for current and former CAP National Commanders. The grade of colonel is reserved for current and former CAP wing and region commanders, national level corporate officers, and the National Vice Commander.

**1.4. Organization.** Unlike Air Force units which are organized along functional lines, CAP units are organized primarily along a geographic basis that was used during World War II. The national organization is divided into eight CAP regions and 52 CAP wings. The CAP wings consist of the 50 states, the District of Columbia, and the territory of Puerto Rico. The organizational structure of CAP loosely follows the structure used by the Air Force. CAP controls the number and types of units in its organization. A current CAP member in good standing commands each CAP organizational element. The grade of the CAP member in command of the organizational elements as listed below is the maximum grade typically authorized by CAP for that position. The current organizational structure of Civil Air Patrol appears in **Figure 1.1.**

Figure 1.1. Organizational Chart for the Civil Air Patrol.



**1.4.1. CAP National Commander and National Vice Commander.** The CAP National Commander is the commanding officer of CAP and holds the grade of brigadier general. The CAP National Commander oversees the day to day activities of the volunteer membership of CAP and is assisted by the CAP National Vice Commander who holds the grade of colonel.

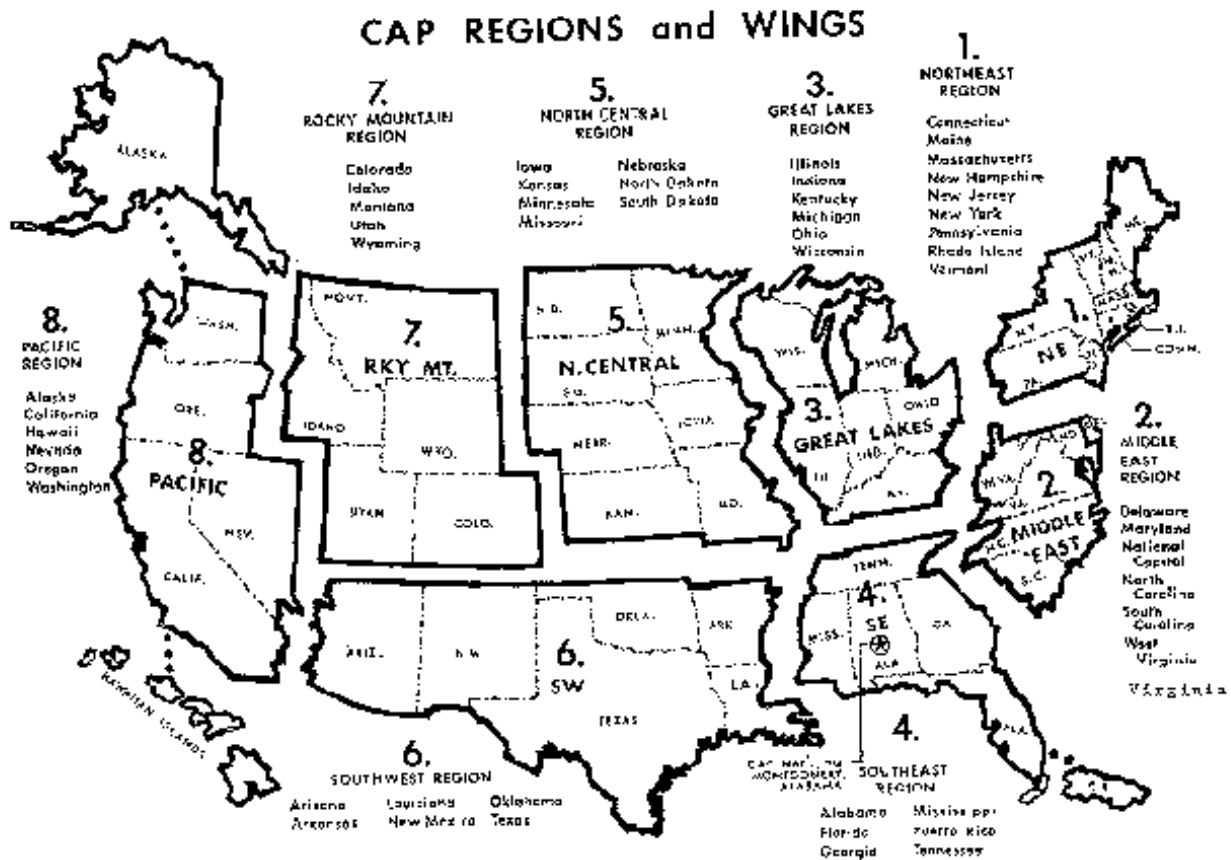
**1.4.2. CAP National Headquarters.** The CAP National Headquarters is the principle administrative activity of CAP. Unlike similar headquarters in Air Force organizations, the national headquarters does not perform command and control of CAP units and personnel in the field. The CAP National



Executive Director, although representing the CAP National Commander at national headquarters, has no command authority over units or personnel in the field and is restricted to directing and controlling the personnel in the national headquarters. This is the only organization within CAP that has a full time paid staff. The National Executive Director holds the rank of colonel.

**1.4.3. CAP Regions.** Each of the eight CAP regions consist of from five to nine CAP wings in a geographic region of the nation. A member in the grade of colonel commands each region. Each region has a headquarters unit for administration and control located within the region. The CAP National Commander appoints the region commanders. The current composition of the eight CAP regions and 52 wings appears in **Figure 1.2.**

**Figure 1.2. CAP Regions and Wings.**



**1.4.4. CAP Wings.** Each CAP wing is organized within the geographic boundaries of the 50 states, the District of Columbia, and the territory of Puerto Rico. Wings take their origin from World War II when the defense forces within each state and territory were organized into a State Area Command. The number of senior and cadet members in a wing range from several hundred to over 4000. A member in the grade of colonel commands each wing. Each wing has a headquarters unit for administration and control. A wing may be further organized into groups, squadrons, and flights. Region commanders appoint the wing commanders within their region.

**1.4.5. CAP Groups .** CAP wings may organize squadrons into groups. A group is organized to cover a geographic area of a wing. The number of senior and cadet members in a group typically ranges from 100 to 300 or more. CAP groups are typically commanded by a member in the grade of lieutenant colonel. Each CAP group may have a headquarters unit for administration and control. The CAP wing commander appoints the group commanders within their wing.

**1.4.6. CAP Squadrons.** CAP squadrons range in size from less than twenty to over 100 personnel. CAP squadrons may be organized on a geographic or functional basis, or both. There are three basic types of CAP squadrons. CAP senior squadrons consist entirely of CAP senior members and tend to be orientated towards the operational missions of CAP. CAP cadet squadrons carry out the CAP cadet program and consist mostly of CAP cadets with a small number of CAP senior members to provide guidance and oversight. CAP composite squadrons are comprised of both CAP cadets and senior members and carry out both the CAP cadet program and the operational missions of CAP. A member typically in the grade of major or lieutenant colonel commands a CAP squadron. The wing commander or group commander (in wings with groups) appoints squadron commanders within their commands.

**1.4.7. CAP Flights.** CAP flights are established in areas where there are insufficient numbers of senior or cadet members to form a squadron. Flights are organized on the same basis and types as squadrons. Flights may be attached to other squadrons or report directly to groups or wings. A member typically in the grade of captain commands flights. The immediate CAP commander appoints flight commanders.

**1.5. Capabilities.** CAP, as a non-profit corporation, conducts three primary programs: Emergency Services, Aerospace Education, and the Cadet Program. CAP supports the Air Force in its role as the Auxiliary of the Air Force through these three programs.

**1.5.1. Emergency Services.** CAP, through its emergency services program, maintains the capability to meet requests of the Air Force and to assist local, state, and federal agencies. CAP maintains aircraft, vehicles, communications equipment and a force of trained volunteers for response to natural or man-made disasters or emergencies, or national emergencies. The emergency services program of CAP is the primary mechanism for support by CAP to the Air Force in accomplishing the non-combat missions of the Air Force on an ongoing basis.

**1.5.1.1. Aircraft.** CAP maintains a fleet of over 500 aircraft, the majority being Cessna 172 and 182 high-wing single engine light aircraft most commonly used in general aviation for primary flight instruction and recreational flying. These types of aircraft are well suited for the kinds of flying associated with aerial damage assessment, courier operations and search and rescue. These aircraft constitute the primary method of support by CAP during national, regional, or local emergencies or major disasters. CAP also has access to several thousand member-owned aircraft, many being of the same or similar types as CAP-owned aircraft that can be called upon as part of the CAP aircraft resource, though the vast majority of CAP flight operations are performed in CAP-owned aircraft.

**1.5.1.2. Vehicles.** CAP maintains a fleet of over 900 vehicles, the majority being passenger vans, pickup trucks, and sedans. These vehicles are most suited for light transportation of personnel and equipment, mobile communications units, and ground damage assessment.

**1.5.1.3. Communications.** CAP maintains a nationwide communications capability including high frequency (HF), very high frequency (VHF) AM, and VHF-FM (fixed, mobile, and repeater systems). CAP operates national, regional, and local communications networks to provide appropriate levels of connectivity during national, regional, or local emergencies or major disasters. The size and composition of the CAP communications network enables it to withstand damage from natural or man-made disasters and continue to operate as a viable communications system.

**1.5.1.4. Personnel.** The CAP membership constitutes a trained force of personnel capable of responding to national, regional, or local emergencies or major disasters. The senior members of CAP are the primary personnel to respond to emergencies or disasters. The senior member training program integrates specialty training, command and staff experience, leadership, and management education into a progressive program that prepares the CAP civilian volunteers to render assistance to local, state, or federal government, or the armed forces during emergencies or disasters and assistance to the Air Force in accomplishing non-combat missions on a ongoing basis. CAP cadets are an additional source of personnel that can augment senior members in responding to emergencies or disasters.

**1.5.2. Aerospace Education.** CAP conducts aerospace education programs for both adult and cadet members (Internal), and the general public (External) with the purpose of educating the public on the value and importance of aerospace and maintaining aerospace supremacy. The CAP aerospace education program provides support to the Air Force by educating the public on the Air Force and its importance to aerospace supremacy.

**1.5.2.1. Internal Program.** The CAP internal program is an integral part of most CAP cadet and senior activities. The program develops an understanding of flight, military and civilian aviation, aircraft and space vehicle power plants, navigation, weather, air traffic control, and emphasizes the social, political, and economic impact of aerospace.

**1.5.2.2. External Program.** The CAP external program is primarily orientated toward the public school system. CAP provides teachers with a broad general knowledge of aerospace plus ideas on how aerospace can be incorporated into their curricula. This is accomplished through aerospace education workshops that provide educational material, speakers, orientation flights, and scholarships.

**1.5.3. Cadet Program.** The CAP cadet program originated in World War II when it was established as a preparatory program for the Army Air Force Aviation Cadet Program. The CAP cadet program has as its objective motivating American youth to become responsible citizens through aviation-centered activities that emphasize aerospace education, leadership skills, physical fitness and values education and simultaneously provide services to the Air Force and the local community, state and nation. The CAP cadet program provides support to the Air Force by introducing American youth to opportunities and careers in the Air Force and providing a drug demand reduction program to Air Force installations near CAP cadet squadrons.

**1.5.3.1. Achievement Program.** The CAP cadet program consists of a series of achievements in four phases. Each achievement is named to bring attention to CAP and aeronautical achievement. Specific requirements in aerospace education, leadership skills, physical fitness and values education must be accomplished before a cadet receives credit for each achievement. Written and performance tests must be accomplished for each achievement and comprehensive tests must be accomplished to receive credit for completing three of the four phases. As cadets complete the

various requirements of the program, they will receive promotion in rank, and presentations of ribbons and certificates.

**1.5.3.2. Activities.** The CAP cadet program conducts a variety of local, state, regional, and national level activities designed to provide cadets with exposure to general aviation, flight training, and further academic achievement. These activities enhance CAP's image to the public and serve as an incentive or motivation for the cadet to seek greater participation in the cadet program.

**1.5.3.3. Drug Demand Reduction.** The CAP cadet program is a component of the CAP Drug Demand Reduction (DDR) Program. The CAP DDR program makes CAP an environment that promotes and supports education, community involvement, social responsibility, and respect for individuals. The DDR program supports the "Air Force Family" by involving family members of Air Force personnel through cadet membership in CAP units within 30 miles of Air Force installations.

## Chapter 2

### CAP AS THE AUXILIARY OF THE AIR FORCE

The status of CAP as the Auxiliary of the Air Force is identified under Public Law 80-557, Title 10 United States Code (U.S.C.) Section 9441. The Secretary of the Air Force may use the services of CAP in fulfilling the non-combat missions of the Air Force and may provide support to CAP to enable it to carry out Air Force-assigned non-combat missions. While CAP is the Auxiliary of the Air Force, it is not a military service. The Air Force has limited authority and control over CAP when acting as the Auxiliary of the Air Force. CAP has responsibilities to the Air Force while acting or receiving support from the Air Force in the capacity of the Auxiliary of the Air Force. The Air Force has responsibility for policy and oversight of CAP when acting as the Auxiliary of the Air Force.

**2.1. Military Status.** CAP is not a military service. CAP membership does not confer upon an individual any of the rights, privileges, prerogatives or benefits of military personnel, active, reserve, or retired. While CAP is not a military service, it uses an Air Force style grade structure and its members may wear Air Force style uniforms.

**2.1.1. CAP Grade.** CAP uses military style grade for its membership at the discretion and approval of the Air Force. CAP officer or noncommissioned officer rank does not confer commissioned or noncommissioned officer status, or any Air Force protocol requirements. CAP personnel have no authority over members of the armed forces. CAP members who are active, reserve, and retired members of the armed forces will be treated according to their status as a CAP member when acting in a CAP capacity. The Air Force reserves complete authority over the CAP grade structure.

**2.1.2. Uniform Wear and Personal Appearance.** CAP uses Air Force style uniforms for its membership at the discretion and approval of the Air Force. CAP members are authorized to wear CAP or Air Force style uniform in accordance with CAP regulations (civilian clothing may be worn when specific missions dictate). The Air Force controls the configuration of the Air Force style uniform worn by CAP members.

**2.1.2.1. Grooming Standards.** CAP maintains weight, appearance, and grooming standards comparable to Air Force standards for its members that chose to wear the Air Force-styled uniform. CAP ensures that any members wearing Air Force style uniforms adhere to these standards. CAP senior members who do not meet these standards for wear of Air Force style uniforms are restricted from wearing Air Force style uniforms but are not barred from membership or active participation in CAP. In these circumstances the senior member may only wear authorized CAP uniforms.

**2.1.2.2. CAP Distinctive Uniforms and Insignia.** Although CAP members may wear Air Force style uniforms, they employ distinctive emblems, insignia, and badges clearly identifying the wearer as a CAP member. CAP specific changes to the Air Force style uniform including wear of badges, devices and patches, will be recommended to the Air Force for approval.

**2.2. Limit to Air Force Authority and Control.** The Air Force has no authority over CAP as it pertains to its operation as a civilian, volunteer, non-profit corporation. The Air Force does have authority over those aspects of CAP which relate to its performance of the non-combat missions of the Air Force that are

assigned to CAP by the Secretary of the Air Force. The Secretary of the Air Force may delegate this authority as appropriate.

**2.2.1. Conduct of Air Force Assigned Missions.** The Air Force has authority over the actual conduct of the non-combat missions of the Air Force that are assigned to CAP. The Air Force has authority to suspend CAP from performing Air Force-assigned non-combat missions.

**2.2.2. Flight Management.** The Air Force has authority over all flight management programs and activities in support of Air Force-assigned missions. The Air Force has authority to suspend CAP from performing flight programs and activities related Air Force-assigned non-combat missions.

**2.2.3. Resources.** The Air Force has authority over resources provided to CAP to accomplish Air Force-assigned missions. The Air Force has authority to stop the receipt of federally funded resources used in support of Air Force-assigned missions

**2.2.4. Uniforms and Grade.** The Air Force controls the configuration of the Air Force style uniform worn by CAP members. The Air Force maintains complete authority over the CAP grade structure.

**2.2.5. Regulations.** The Air Force has authority to review and approve CAP regulations, policies, plans, and programs governing Air Force-assigned missions prior to implementation by CAP.

**2.2.6. Actions on Military Installations.** When on military installations or other government facilities, CAP personnel will adhere to the regulations and policies of the installation or facility. Installation or facility commanders may remove or bar entry of individual CAP members for cause in accordance with established procedures for any private citizens.

**2.3. CAP Responsibilities to the Air Force.** CAP is responsible for ensuring that it can carry out the non-combat missions of the Air Force assigned to it by the Secretary of the Air Force.

**2.3.1. General CAP Responsibilities.** CAP is responsible for developing CAP regulations, policies, plans, and programs to govern the safety, training, qualification, conduct, and performance of all CAP personnel in the accomplishment of Air Force-assigned missions.

**2.3.2. Training to Perform Air Force-Assigned Missions.** To ensure mission capability, CAP maintains a training program that provides a sufficient number of qualified personnel to perform Air Force-assigned missions effectively.

**2.4. Cooperative Agreement between CAP and the Air Force .** The Air Force will use a cooperative agreement and accompanying statement of work to formalize the use of CAP by the Air Force and the support the Air Force may provide CAP in its capacity as the Auxiliary of the Air Force. The cooperative agreement may be modified, renewed, renegotiated, or terminated by either the Air Force or CAP.

**2.4.1. Statement of Work.** The Air Force will use a statement of work to specify how CAP will support the Air Force in carrying out the non-combat missions of the Air Force. The statement of work will also specify how the Air Force will provide support to CAP to enable it to carry out the non-combat missions of the Air Force.

**2.5. Liability.** For civil liability purposes, CAP is an instrumentality of the United States when it is engaged in the performance of Air Force-assigned missions in accordance with Title 10 U.S.C. 9441(c). Without Air Force-assigned mission status, the Federal Government will not provide CAP reimbursement, Federal Tort Claims Act, or Federal Employees Compensation Act coverage. CAP shall ensure any

supported organizations are aware that CAP is not an instrumentality of the United States for any missions that are not Air Force-assigned.

**2.6. Air Force Policy and Oversight of CAP.** SAF/MI, on behalf of the Secretary of the Air Force, is responsible for oversight of CAP, including policy approval and political interface, in its capacity as the auxiliary of the Air Force. HQ USAF/XO, on behalf of the Secretary of the Air Force, is responsible for CAP matters, including policy, resource advocacy, and Air Force support, in its capacity as the auxiliary of the Air Force. CAP-USAF, on behalf of HQ USAF, HQ AETC, the Air University, is responsible for establishing CAP support programs, identifying requirements, and executing programs in compliance with this directive.

**2.6.1. Civil Air Patrol Management Improvement Team.** The primary method for policy, resource advocacy, and oversight of Air Force support to the CAP in its capacity as the auxiliary of the Air Force at HQ USAF will be accomplished through the Civil Air Patrol Management Improvement Team (CAP MIT). The organization, duties, and responsibilities of the CAP MIT will be contained in a separate Air Force Instruction.

**2.6.2. Headquarters Air Force Responsibilities.** Elements of HQ USAF will have responsibilities for various elements of policy, resource advocacy, and oversight of Air Force support to the CAP in its capacity as the auxiliary of the Air Force, principally as an Office of Coordinating Responsibility (OCR). Specific responsibilities will be assigned by the Secretary of the Air Force and Chief of Staff of the Air Force through the CAP MIT.

**2.6.3. Air Education and Training Command Responsibilities.** HQ/AETC will have principle MAJCOM-level responsibility for policy, resource advocacy, and oversight of Air Force support to the CAP in its capacity as the auxiliary of the Air Force. Specific MAJCOM-level responsibilities will be assigned by the Secretary of the Air Force and Chief of Staff of the Air Force.

**2.6.4. Air University Responsibilities.** HQ/AU will have principle command responsibility for policy, resource advocacy, and oversight of Air Force support to the CAP in its capacity as the auxiliary of the Air Force. Specific command responsibilities will be assigned by the Secretary of the Air Force, Chief of Staff of the Air Force, and AETC/CC.

**2.6.5. Civil Air Patrol - United States Air Force (CAP-USAF).** HQ CAP-USAF, a subordinate command of Air University, is the Air Force agency responsible for providing advice, assistance and oversight to CAP as the auxiliary of the Air Force. HQ CAP-USAF is the Air Force agency that will coordinate or approve using the CAP to carry out the non-combat missions of the Air Force. Unless specifically stated otherwise, all approval by the Air Force for CAP programs, policies, or activities, to include coordination between CAP and the Air Force will be accomplished through HQ CAP-USAF.

**2.6.5.1. Implementation of Policy and Oversight.** HQ CAP-USAF may develop regulations, policies, plans, and programs to implement the use of or support to CAP in the accomplishment of Air Force-assigned missions. Unless otherwise stated, the use of or support to CAP as the auxiliary of the Air Force will be contained in CAP-USAF instructions, policies, plans, and programs.

**2.6.6. MAJCOM Responsibilities.** MAJCOMs that use CAP to accomplish their respective non-combat missions of the Air Force will coordinate regulations, policies, plans, and programs for use of CAP with HQ CAP-USAF/CC.

**2.6.7. Air Force Installation Responsibilities.** Air Force installations that use CAP to accomplish their respective non-combat missions of the Air Force will coordinate regulations, policies, plans, and programs for use of CAP with HQ CAP-USAF/CC.

**2.7. Air Force-CAP Relationship.** CAP is the auxiliary of the Air Force by public law and accomplishes missions in support of local, state, and federal agencies on behalf of the Air Force. CAP provides an Air Force presence in communities across the nation and a vital link between the Air Force and the population at large. CAP is an official part of the Air Force team and is considered to be part of the “Air Force family”. All Air Force personnel are responsible for developing and maintaining a strong, positive relationship between the Air Force and CAP.

**2.8. Records Management .** Records created and received by Air Force entities in support of CAP must be managed under the Air Force records management program (AFI 33-322) criteria and disposed of IAW AFMAN 37-139, Records Disposition Schedule.



## Chapter 3

### AIR FORCE USE OF THE CIVIL AIR PATROL

The Air Force may utilize CAP units and personnel in fulfilling selected non-combat Air Force missions. Missions assigned by the Air Force to the CAP will be identified as and referred to as Air Force assigned missions.

**3.1. Employment of Civil Air Patrol Units.** The Secretary of the Air Force, instead of using Air Force resources, may use CAP in fulfilling any Air Force non-combat mission. HQ CAP-USAF is the Air Force agency that will coordinate or approve using the CAP. The CAP will refer to Air Force non-combat missions assigned to the CAP as Air Force-assigned missions.

**3.1.1. Objective.** The objective of Air Force-assigned missions is to employ CAP resources to assist Air Force, Department of Defense, Federal, state, and local agencies in search and rescue, disaster relief, and in support of civil law enforcement activities. Such missions relieve Air Force units and personnel to perform other Air Force missions. CAP, because of the type of aircraft and equipment they employ, may be able to perform the mission at a lower cost than comparable Air Force units and may present a more cost effective way for Air Force units to accomplish their non-combat missions.

**3.2. Missions.** The following list contains missions CAP may perform and the process for coordinating such missions. This list is not all-inclusive, but it provides examples of Air Force-assigned missions CAP can be called upon to execute. The Air Force also expects the CAP to support Air Force missions stipulated in DoD plans.

**3.2.1. Search and Rescue/Disaster Relief.** CAP conducts air/ground search and rescue (SAR) and disaster relief (DR) in response to man-made events or natural disasters. SAR operations are normally requested through the Air Force Rescue Coordination Center and/or other DOD joint rescue coordination centers and carried out under Air Force authority. Disaster relief operations are normally requested and coordinated by local/state/federal emergency management authorities and authorized by the Air Force National Security Emergency Preparedness office.

**3.2.2. Communications.** CAP employs their nationwide communications capability for Air Force mission support to include high frequency (HF), very high frequency (VHF) AM, and VHF-FM (fixed, mobile, and repeater systems). CAP operates their national, regional, and local communications networks to provide appropriate levels of connectivity during national, regional, or local emergencies or major disasters.

**3.2.3. Other Air Force/DOD Missions .** CAP performs other Air Force/DOD missions that are coordinated through appropriate agencies.

**3.2.3.1. Support to DOD/Federal Agencies.** CAP may be used to support other DOD and federal agencies. Missions include, but are not limited to, aerial damage assessment (visual, photographic, and video), airborne radiological monitoring, filling sandbags for flood control, and light load airlift (including parts, personnel, and packages).

**3.2.3.2. Military Support to Civil Authorities.** Missions include, but are not limited to, aerial damage assessment (visual, photographic, and video), airborne radiological monitoring, light load airlift including parts, personnel, and package transport.

**3.2.3.3. Counter-Drug (CD) Missions.** CAP performs CD missions in accordance with public law.

**3.2.3.4. Drug Demand Reduction (DDR).** Missions include, but are not limited to, middle school initiative, and cadet orientation rides.

**3.2.3.5. Support to Law Enforcement.** CAP is subject to the restrictions of Title 10 U.S.C. chapter 18 when performing Air Force-assigned missions. Permitted activities include aerial reconnaissance, airlift, and communications support. Prohibited activities include surveillance of persons and transportation of prisoners.

**3.2.3.6. Survey flights.** Missions include but are not limited to IFR, VFR, and Slow Route (IR, VR and SR) low level route surveys.

**3.2.3.7. Ground Teams.** CAP may provide ground teams for SAR and DR operations. Ground teams used in CD missions may not participate in on-scene surveillance, search, seizure, or arrest operations.

**3.3. Priority for Employment.** Both the military and state or local civil agencies simultaneously may request CAP support because CAP has peacetime agreements with state and local civil authorities. The priority for employing CAP resources will be, first, the Air Force, then other DoD departments and agencies, other Federal departments and agencies, state civil agencies, and finally, local agencies.

**3.3.1. Memoranda of Understanding/Letters of Agreement .** CAP uses memoranda of understanding (MOU) and letters of agreement (LOA) between CAP and other agencies or organizations to formalize the use of CAP in similar fashion to the cooperative agreement and statement of work between the Air Force and CAP. All MOU or LOA between CAP and other agencies and organizations which are at the national or state level or which confer Air Force mission status will be submitted for review and approval by HQ CAP-USAF/CC prior to implementation.

**3.4. Use of CAP by Air Force Commanders.** Air Force commanders are encouraged to employ CAP resources to conduct missions that are within the capability of CAP to perform, but they must consider the implications of reimbursement and potential Federal liability associated with CAP employment. Commanders must ensure funds are available for CAP reimbursement before the mission is approved for CAP to undertake the requirement.

**3.4.1. Requests for Employment.** A military commander who desires CAP support must make the request in writing to HQ CAP-USAF/XO. The commander must provide the purpose and scope of CAP activity, identify the participating CAP wing(s), specify the date and time of mission start and its expected length, provide the point of contact for CAP mission coordinator, and provide a fund cite covering reimbursable expenses. HQ CAP-USAF/XO will provide the Air Force mission number constituting written authority for the mission.

**3.4.2. Media Releases.** The using commander is responsible for releasing information to the news media, if appropriate.

**3.4.3. Accident/Incident Reporting.** The using commander immediately must report a CAP accident or incident on an Air Force-assigned mission resulting in damage to or loss of property, personnel injury, or death to HQ CAP-USAF/SE.

## Chapter 4

### AIR FORCE SUPPORT OF CIVIL AIR PATROL

The Air Force may provide personnel, logistic, and financial support and assistance, including installation-level support, to the CAP in accordance with Title 10 U.S.C. 9441 and 9442, other applicable laws, and within Air Force capabilities. HQ CAP-USAF coordinates with CAP to budget, purchase, distribute, and maintain certain material necessary to accomplish the CAP mission. These materials specifically include aircraft, vehicles, personal computers, communications equipment, associated parts, and cadet uniforms. This section describes the support the Air Force may provide to CAP.

**4.1. Personnel Support.** Personnel support to CAP will primarily be in form of liaison personnel. Air Force liaison to CAP may consist of active duty, reserve component, retired personnel and/or civilian employees. The Air Force may establish liaison offices and assign Air Force personnel at CAP national, region, and wing levels. The Air Force retains authority to determine CAP liaison organization, structure, and duties of its members. Liaison personnel will provide advice and liaison between CAP, the Air Force, and other government agencies, and oversight of CAP in fulfilling its Air Force-assigned missions.

**4.1.1. US Air Force Liaison Structure.** The Air Staff provides guidance to the CAP through Air Education and Training Command, Air University, and the HQ CAP-USAF Commander. The US Air Force will assign Air Force personnel to liaison duty at the national, regional, and state (wing) levels of CAP. These liaison personnel will advise and assist CAP in fulfilling its missions. They will provide liaison between CAP, the Air Force, and other government agencies. See **Figure 1.1**.

**4.1.1.1. Liaison to CAP National Headquarters.** HQ CAP-USAF is the liaison activity to the CAP National Headquarters. Liaison at this level principally consists of advice, assistance, and Air Force oversight of the programs and policies of CAP; the acquisition of new aircraft, vehicles, and equipment; and reimbursement to CAP for costs associated with conducting Air Force-assigned missions.

**4.1.1.2. Liaison to CAP Regions.** CAP-USAF operates a liaison region activity to support each CAP region. CAP-USAF liaison region personnel provide advice, assistance, and Air Force oversight to the CAP region commander and staff by advising, assisting and motivating CAP personnel in the CAP mission to include instruction, speaking to civic groups, assisting in inspection of various CAP activities and resources, assisting in the formulation of various operational plans, and other duties as directed by the CAP-USAF Commander.

**4.1.1.3. Liaison to CAP Wings.** CAP-USAF operates liaison offices at each wing. In accordance with Title 10 U.S.C. 9441(d), CAP may employ, as administrators and liaison officers, persons retired from the Air Force. The liaison personnel at the CAP wings are employees of CAP Corporation but are under the direction of the HQ CAP-USAF Commander. The wing liaison officers and non-commissioned officers provide advice, assistance, and Air Force oversight to the CAP wing commander and staff and groups and squadrons within the wing. Their duties are similar to the liaison region in section 4.1.1.2.

**4.1.2. Reserve Assistance to the CAP.** HQ CAP-USAF may employ reservists as an extension of the liaison structure to provide an opportunity for reserve members to earn promotion and retirement points while making significant contributions to the US Air Force and CAP. HQ CAP-USAF will

allow reservists to advise, assist and motivate CAP personnel in all areas of the CAP mission within the confines of Air Force and CAP regulations.

**4.1.2.1. Air Reserve Personnel Center Responsibilities.** The Air Reserve Personnel Center, Denver CO 80280-5000, will provide personnel support for all Air Force Reserve members assigned or attached to HQ CAP-USAF.

**4.1.2.2. CAP-USAF Responsibilities.** HQ CAP-USAF will administer and manage the Category B and E, Civil Air Patrol Reserve Assistance Program (CAPRAP). The Air University Assistant for Reserve Affairs is the advisor to the CAP-USAF Commander in developing and implementing policy guidance and in managing CAPRAP personnel. This includes administering and managing the Individual Mobilization Augmentees assigned to HQ CAP-USAF. CAP-USAF publishes additional regulations governing the CAPRAP.

**4.1.2.3. Category B Individual Mobilization Augmentee Reservists.** These reservists augment the CAP-USAF liaison region in times of war or emergency. They will advise the State Area Command (STARC) staff on CAP capabilities, concepts, and procedures available to the STARC for providing Land Defense of CONUS and Military Support of Civil Defense. Annually, they will brief military installation commanders on CAP capabilities in support of Air Force assistance to civil authorities and will perform other duties required by CAP-USAF commanders or liaison officers.

**4.1.2.4. Category E (CAPRAP) Reservists.** These reservists assist the CAP-USAF liaison offices in advising, assisting and motivating CAP personnel in the CAP mission to include instruction, speaking to civic groups, assisting inspection of various CAP activities and resources, assisting in the formulation of various operational plans, and other duties as directed by CAP-USAF.

**4.1.3. Liaison at Air Force Installations.** Support from Air Force installations is critical for CAP to carry out its Air Force-assigned missions. Liaison activities at this level typically involve coordinating the use of facilities and services of the installation. Installation commanders will appoint a field grade officer to assist CAP-USAF personnel. Installation commanders will provide the designee's name, rank, office symbol and telephone number to HQ CAP-USAF/IM annually. Installation commanders will contact CAP-USAF liaison personnel directly to coordinate matters relating to Civil Air Patrol.

**4.2. Logistic Support.** The Air Force may provide logistic support to CAP to support or carry out Air Force-assigned missions as authorized in Title 10 U.S.C. 9441. CAP, as a nonprofit organization, must comply with the provisions of the Department of Defense Grant and Agreement Regulations in order to receive certain logistic support that uses Air Force appropriated fund support. Logistic support to CAP includes acquisition of new aircraft, vehicles, and equipment; and acquisition of supplies and equipment excess to the military. HQ CAP-USAF/LG is responsible for logistic support to CAP.

**4.2.1. New Aircraft Requests.** CAP corporate-owned aircraft used in Air Force-assigned missions are acquired by CAP using Air Force appropriated funds. The Air Force has approval authority for all aircraft acquisitions in support of Air Force-assigned missions.

**4.2.2. New Vehicle Requests.** CAP corporate-owned vehicles used in Air Force assigned missions are acquired by CAP using Air Force appropriated funds. The Air Force has approval authority for all vehicle acquisitions in support of Air Force-assigned missions.

**4.2.3. New Equipment Requests.** CAP corporate-owned equipment used in Air Force assigned missions are acquired by CAP using Air Force appropriated funds. The Air Force has approval authority for all equipment acquisitions in support of Air Force-assigned missions.

**4.2.4. Excess Equipment.** CAP may screen certain excess personal property materiel from the Defense Reutilization and Marketing Service system in accordance with DoD 4160.21M, Defense Materiel Disposition Manual, Aug 1997. The types and amounts of items screened by CAP is determined and controlled by HQ CAP-USAF.

**4.3. Financial Support.** The Air Force may provide financial support to CAP to support or carry out Air Force-assigned missions as authorized in Title 10 U.S.C. 9441. CAP, as a nonprofit organization, must comply with the provisions of the Department of Defense Grant and Agreement Regulations in order to receive Air Force appropriated fund support. Planning for Air Force appropriated fund support to CAP shall be accomplished in accordance with the existing planning, programming, and budgeting system. Air Force-assigned missions may be funded (reimbursable by the Air Force or other federal agency to CAP) or non-funded (non-reimbursable by the Air Force or other Federal agency to CAP). Funded missions will be identified and accounted for using appropriate methods.

**4.3.1. Programming and Budgeting.** In order to allow HQ CAP-USAF to program and budget for CAP programs (Air Force funded programs), CAP provides to HQ CAP-USAF/FM a Program Objective Memorandum (POM) request, a Financial Plan, and a Budget Execution Report annually in accordance with timeframes, guidelines, and formats established by HQ CAP-USAF/FM to enable CAP to comply with Air Force requirements. These reports require CAP to report sufficient statistical information to justify its budget and/or POM request. This includes but is not limited to aircraft and vehicle utilization data, financial information, and membership statistics.

**4.3.2. Reimbursement.** Public law allows the Air Force to reimburse CAP and CAP members for certain expenses associated with carrying out Air Force-assigned missions and provides for CAP to make purchases with its corporate funds. CAP uses this method to initially purchase supplies and equipment and reimburse CAP members for out of pocket expenses that may be reimbursed by the Air Force. For purchases and expenses deemed allowable under public law, the Air Force reimburses CAP with appropriated funds. Additional guidance on funding responsibilities is contained in AFI 65-601, Volume 1, Chapter 7E. Reimbursement for all other programs is authorized as outlined in Title 10 U.S.C. 9441 and 9442, and additional guidance on funding responsibilities as contained in AFI 65-601 and other applicable Air Force and HQ CAP-USAF Instructions. All claims by CAP, with required documentation, are submitted by CAP to HQ CAP-USAF/FM, for reimbursement.

**4.4. Installation Support.** At their discretion and expense, Air Force installation commanders may provide services and facilities necessary to assist CAP. Long-term support involves facilities and services to CAP units. Short-term support may include temporary billeting, messing, and government vehicles for CAP activities. As the auxiliary of the Air Force, CAP is responsible for carrying out Air Force-assigned missions, therefore access to adequate facilities is critical to accomplishing these missions. Installation commanders will coordinate with HQ CAP-USAF before entering into any host installation support of CAP units or activities.

**4.4.1. Long-term support.** Air Force installation commanders are encouraged to provide long-term support to CAP as the host organization for CAP units. CAP units typically do not have the operating funds to purchase or rent facilities and must negotiate for meeting and office space wherever possible.

CAP units do not impact installations as typical Air Force units and suitable facilities may be available for long-term use by CAP. CAP units will not be expected to reimburse installations for long-term use facilities.

**4.4.1.1. Considerations.** Installation commanders considering providing long-term space to a CAP unit or units must remember that CAP is the auxiliary of the Air Force and is an official Air Force activity. CAP units will be given priority for space on Air Force installations immediately following Air Force, DoD, and federal agencies and ahead of youth groups such as scouting, or MWR activities such as hobby clubs or groups. Installations can arrange with the hosted CAP unit to provide minor maintenance and housekeeping of the facility to defray associated costs of host-tenant support. CAP units should be provided facilities with adequate administration, storage, and training space and installation commanders with limited space should consider providing CAP units administrative space near common use facilities such as community centers, lecture halls, and other suitable training facilities. If more than one CAP unit desires space on an installation the units can share a common facility and hold meetings on alternate days of the week, but CAP region and wing headquarters seeking space should be provided space separate from other CAP units. Consideration must be given to CAP access to assigned or authorized facilities at times different from normal installation operations or at times dictated by the situation, such as during emergency response operations. Installations with flight facilities should consider the need for ramp space for CAP aircraft or other flying related support or operating requirements.

**4.4.2. Short-term Support.** Air Force installations are encouraged to provide short-term support to CAP as the host organization for CAP activities. CAP activities in this category include cadet encampments, senior member training activities, flight clinics and other flying related activities. These types of activities typically require the use of various base facilities including billeting, messing, MWR or NAF activities such as clubs, exchanges and theatres, and services including transportation. The facilities and services needed for CAP activities vary with the size and duration of the activity and are comparable to similar Air Force activities, ranging from space for a one day meeting similar to a commanders call to a large cadet encampment with facilities and services requirements similar to supporting an AFROTC field training activity. CAP may use installation facilities and services that operate on a fee for service basis, such as messing and base billeting, at the member's expense.

**4.4.2.1. Considerations.** Installation commanders considering providing short-term support for CAP activities must remember that CAP is the Auxiliary of the Air Force and is an official Air Force activity. CAP units will be given priority for space on Air Force installations immediately following Air Force, DoD, and federal agencies and ahead of youth groups such as scouting, or MWR activities such as hobby clubs or groups. CAP activities lasting one or two days, such as orientation courses and cadet conferences, are very simple activities and will typically occur on a weekend, requiring facilities from a Friday afternoon until late Sunday. CAP activities lasting five or more days, such as staff colleges or cadet encampments, are more complex and will typically run from one weekend through the next, requiring facilities from Thursday of the first week through Sunday of the following week. Installations can arrange with the hosted CAP activity to provide housekeeping of the facility to defray associated costs of host-tenant support. CAP activities should be provided facilities with adequate administration, billeting, storage, and training space. Installation commanders with limited space should consider locating the CAP activity's administrative space near billeting facilities and using ground transportation for movement of CAP personnel to and from messing and training facilities. If more than one CAP activity is being

considered for the same installation, efforts should be made for CAP to share facilities whenever possible to reduce the impact on the host installation. Installations hosting CAP activities with flight facilities should consider the need for ramp space for CAP aircraft or other flying related support or operating requirements.

**4.4.2.2. Liaison with CAP Activities.** Liaison by CAP with the host installation and supporting units is critical for CAP to successfully plan and conduct the scheduled activity. Liaison activities at this level typically involve coordinating the use of facilities and services prior to the activity. Installation commanders will appoint a field grade officer to assist CAP and supporting Air Force units will appoint a project officer to coordinate their support and involvement in the activity. Commanders will provide the designee's name, rank, office symbol and telephone number to HQ CAP-USAF. Installation commanders will contact CAP-USAF liaison personnel directly to coordinate matters relating to the activity.

**4.4.3. Government Vehicles and Equipment.** Air Force installation commanders may provide government vehicles, including buses and vans, and other equipment requiring operators, such as ground power generators, for use by CAP. The Air Force must provide sufficient numbers of licensed/qualified drivers/operators for any vehicles or equipment provided for use by CAP during the period of its use by CAP. CAP members are not authorized to drive government vehicles. Air Force personnel assigned to HQ CAP-USAF, possessing the appropriate qualifications, may use government vehicles and other equipment requiring operators.

**4.4.4. Use of Other Government Facilities.** CAP is authorized to use the facilities of other federal government agencies for training or conducting operations. The Air Force is responsible for arranging for the use of such facilities and the liaison personnel accomplish this. Use by CAP of other federal government facilities is at the discretion of the agency responsible for the facility. Air Force installation commanders who may not have all the facilities and related services for CAP activities but who wish to support CAP activities should consider coordinating with federal agencies with the needed facilities to enable the CAP activity to take place.

**4.5. CAP Cadet Program Support.** The Air Force may provide limited support to the CAP cadet program. The CAP cadet program is part of the CAP Drug Demand Reduction program and is an element of the Air Force Demand Reduction Program under the cognizance of AF/SG.

**4.5.1. Training.** Air Force installations and units are authorized to provide limited support to CAP cadet training activities and are encouraged to provide such support whenever possible. Such support includes providing personnel as instructors for leadership training, providing tours of installations and units, briefings on installation and unit mission and capabilities, and instruction in Air Force roles and missions.

**4.5.2. Cadet Encampments.** CAP cadet encampments can be the most significant, worthwhile training experience in a CAP cadet's career. A major goal of cadet encampments is developing a greater understanding of the Air Force mission and capabilities. Cadet encampments try to incorporate visits to the activities of the host installation, such as security forces, base fire station, or other unique units or facilities, as part of the training curriculum. Exposure to the Air Force during cadet encampments has a great influence on CAP cadets later pursuing opportunities or a career in the Air Force. Air Force installations and units should make every effort to support CAP cadet encampments whenever possible.

**4.5.3. Overseas Cadet Program.** The purpose of the overseas cadet program is to accommodate US dependent youth interested in participating in CAP. US Air Force installations host squadrons on installations outside the United States, its territories, and possessions. CAP senior members may join these squadrons only to support CAP cadet activities.

**4.5.3.1. Eligibility for Membership.** Only individuals subject to the provisions of the Status of Forces Agreement may become members in an overseas squadron. Individuals desiring membership must meet all other eligibility requirements as established by CAP.

**4.5.3.2. Establishing Overseas Squadrons.** Overseas installation commanders should request charters from HQ CAP-USAF/MSP. Commanders who want to initiate an overseas cadet squadron must appoint, in writing, an active duty commissioned officer to assist in forming the squadron. The overseas CAP unit commander must be at least an active duty E-5. Commanders must ensure liaison between the squadron and the base after the CAP charters the unit except when an active duty officer commands the squadron.

**4.5.3.3. Wear of CAP Uniform.** Wear of the CAP uniform is optional for cadets in overseas squadrons. The uniform will not be worn off base unless the squadron is participating in drill competition, parades, and so forth, and the installation commander has given the squadron written permission.

**4.5.3.4. Authorized Programs and Activities.** Overseas squadrons will not be allowed to have emergency services programs, radio frequencies, CAP vehicles, or CAP aircraft. Participation in off-base activities requires the approval of the installation commander. Squadrons will only participate in flying activities permitted by DoD directives and flights in base aero club aircraft. Squadrons must obtain approval for other flying activities from HQ CAP-USAF.

**4.5.4. Credit for Advancement in CAP Cadet Program.** The Air Force will give preferential treatment to cadets who excel. Cadets who earn the General Billy Mitchell Award (an intermediate achievement level) in the cadet program will be eligible to enlist in the Air Force, Air Force Reserve, or Air National Guard in the pay grade of E-3. The Mitchell Award also will entitle cadets to training credit when applying for enlistment in the Air Force Reserve Officer Training Corps. Additionally, the Air Force will give the CAP's General Carl A. Spaatz Award (the highest achievement level) cadets preference when applying for Air Force commissioning or entry into the US Air Force Academy.

**4.5.5. Cadet Uniforms.** The Air Force, based on available funding, provides funding for purchase of Air Force uniforms to CAP cadets. These uniforms are used to support the CAP cadet program. CAP operates a program for the acquisition and distribution of CAP Cadet uniforms. The Air Force has approval authority over policy and procedures of the CAP cadet uniform program.

**4.6. Aerospace Education.** Air Force installations and units are authorized to provide limited support to CAP aerospace education activities and are encouraged to provide such support whenever possible. Such support includes providing personnel as instructors for aerospace workshops, providing tours of installations and units focusing on applicable aspects of aerospace, briefings on installation and unit mission and capabilities from an aerospace prospective, and instruction in Air Force roles and missions and its relationship to aerospace supremacy

**4.6.1. Orientation Flights.** The Air Force may provide CAP cadets and senior members orientation flights in Air Force aircraft. Such flights can be included as part of planned or scheduled training and



operational flight missions. Air Force personnel should consider the purpose of any scheduled or planned flight activities and their suitability as CAP orientation flights.

**4.7. Airlift Support.** Airlift support is permitted for official CAP activities in accordance with DoD 4515.13R, ir Transportation Eligibility, November 1994, Chapter 20, and is coordinated through CAP-USAF.

**4.8. Use of DoD Medical Facilities.** CAP personnel incurring an injury or illness during an Air Force-assigned mission or participating in an official function on a military installation with a military support authorization are entitle to inpatient and outpatient medical care, including dental care, at no cost. Such care is provided until treatment can be provided in civilian medical facilities. This coverage does not apply to CAP units and personnel attending unit meetings and other regularly scheduled activities at a military installation. Specific guidance is provided in AFH 41-114.

**4.9. Use of Army and Air Force Exchange Service (AFFES) Facilities.** CAP personnel, when participating in an Air-Force assigned mission or official function on a military installation and occupying government quarters are entitled to use of AFFES facilities and services. Such use does not apply to CAP units and personnel attending unit meetings and other regularly scheduled activities at a military installation.

**4.10. Senior Member Training.** Air Force installations and units are authorized to provide support to CAP senior member training activities and are encouraged to provide such support whenever possible. Such support includes providing personnel as instructors for leadership, aerospace, and operational courses and workshops, providing tours of installations and units, briefings on installation and unit mission and capabilities, and instruction in Air Force roles and missions and the role of CAP as the auxiliary of the Air Force.

**4.11. Communications Management .** CAP uses Air Force-assigned frequencies for operation of the CAP communication network. The Air Force Frequency Management Agency (AFFMA) provides frequency management support to CAP through HQ AETC.

**4.12. CAP National Headquarters.** The Air Force is authorized and provides funds for the operations of the CAP National Headquarters, including funds for the payment of staff compensation and benefits, administrative expenses, travel, per diem and allowances, and other operational expenses. The Air Force provides space for the CAP National Headquarters at Maxwell Air Force Base, Alabama.

ROBERT H. FOGLESONG, Lt General, USAF  
DCS, Air and Space Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Section 9441& 9442, Title 10 United States Code

40 United States Code, Section 471, Federal Property and Administrative Services Act of 1949

DoD 3210.6-R, Department of Defense Grant and Agreement Regulations, 13 Apr 98

DoD 3210.6, Defense Grant and Agreement Regulatory System (DODGARS), 27 Feb 95

DoD 4515.13-R, Air Transportation Eligibility, November 74, Change 1, January 1980

DoD 4160.21M, Defense Revitalization and Marketing Manual, August 1997

DoD 5525.5, DoD Cooperation with Civilian Law Enforcement Officials, 15 Jan 86

AFI 36-2002, Regular Air Force and Special Category Accessions, 12 Jun 98

AFI 65-601, Volume 1, Budget Guidance and Procedures, 21 Oct 94

***Abbreviations and Acronyms***

**CAP**—Civil Air Patrol

**CAP MIT**—Civil Air Patrol Management Improvement Team

**CAP-USAF**—Civil Air Patrol United States Air Force

**SECAF**—Secretary of the Air Force

**DoD**—Department of Defense

**MOU**—Memorandum of Understanding

**LOA**—Letter of Agreement

**DR**—Disaster Relief

**SAR**—Search and Rescue

**HF**—High Frequency

**VHF**—Very High Frequency

**VHF-FM**—Very High Frequency Fixed, Mobile and Repeater Systems

**MSCD**—Military Support of Civil Defense

**CD**—Counterdrug

**Posse Comitatus**—Public Law “Posse Comitatus Act”, 18 U.S.C. Sec 1385

**DRMS**—Defense Reutilization and Marketing Service

**POM**—Program Objective Memorandum

**FECA**—Federal Employees Compensation Act

**FTCA**—Federal Torts Claim Act

**ARPC**—Air Reserve Personnel Center

**IMA**—Individual Mobilization Augmentee

**CONUS**—Continental United States

**STARC**—State Area Command